

# Product Licence Schedule

## Specialist Sexual Assault Investigators Development Programme (SSAIDP)

Ref. no.: PL-D-104

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## Product Licence Schedule: Specialist Sexual Assault Investigators Development Programme (SSAIDP)

### 1. Introduction

- 1.1 This product licence schedule forms part of the College of Policing's (the 'Licensor's') consolidated licence. It articulates the terms and conditions which relate specifically to this Product but **must** be read in conjunction with the consolidated licence. A copy of the consolidated licence can be found at: <https://www.college.police.uk/career-learning/licensed-products>.
- 1.2 A list of all the Licensor's licensed products (and licence fees for organisations who are not a Home Office Police Force) as well as Product Licence Schedules for each Product is published [online](#) (excluding any police sensitive products). Licensees are also able to refer to our online Licensed Product and Licensees Register to check whether their organisation has a consolidated licence and which products they are licensed to use/deliver at: <https://www.college.police.uk/about/licensing-products>.
- 1.3 Responsibility for this Product (the 'Specialist Sexual Assault Investigators Development Programme (SSAIDP)') sits within the Licensor's Crime & Criminal Justice Faculty.
- 1.4 For enquires regarding this Product please contact: Sharon Stratton, Policing Standards Manager for Public Protection, Crime and Criminal Justice Faculty, College of Policing. Email: [Sharon.stratton@college.police.uk](mailto:Sharon.stratton@college.police.uk).
- 1.5 For enquiries about licensing please contact the Copyright and Licensing team at: [Copyright&Licensing@college.police.uk](mailto:Copyright&Licensing@college.police.uk)

### 2. Background

- 2.1 SSAIDP is a national learning programme for anyone working, or aspiring to work, as a Specialist Sexual Assault Investigator (SSAI). The learning programme is also aimed at supervisors who manage and support SSAIs and managers who have tactical and strategic leadership in the area of sexual assault investigation.
- 2.2 The overall purpose of SSAIDP is to equip SSAIs with the knowledge, skills and behaviours to be able to conduct professional, objective and thorough sexual assault investigations, while maintaining an approach that recognises and acknowledges the concerns and needs of all parties involved.
- 2.3 The aims of the SSAIDP is to develop an understanding of:

- Appropriate and sensitive approaches to identifying, assessing and responding to allegations of sexual assault, the challenges presented by sexual assault investigations and risk factors commonly linked to sexual assault.
- Investigation plans, interview strategies and pre-interview briefings for cases of sexual assault.
- Methods appropriate when investigating cases of sexual assault including how to manage the crime scene.
- Underlying factors that may have an impact of sexual assault cases and the characteristics of sexual offenders, the differences and similarities between types of sexual offenders and risk factors associated with investigations.
- Knowledge and skills necessary for developing effective multi-agency relationships in relation to referrals of sexual assault, the role of partner agencies and methods for working effectively in multi-agency environments.

2.4 The SSAIDP curriculum is subdivided into the following learning areas. It is recommended that the learning is delivered in the following order:

- a) Role of the Specialist Sexual Assault Investigator (SSAI)
- b) Theories of Sexual and Violent Offending (TSVO)
- c) Sexual Assault Crime Scene Management
- d) Supporting Victims in Sexual Assault Investigations
- e) Risk Management in Sexual Assault Investigations
- f) Case Management in Sexual Assault Investigations

2.3 Once the SSAIDP learning is completed, or during SSAIDP learning if the Learner is working in the SSAI area concurrently, there should be workplace assessment of the Operational Competence Portfolio (OCP) evidencing the practical and operational application of the SSAIDP learning.

### **3. Licensed Purpose**

3.1 Subject to the licence terms, this Licence enables the Licensee to use the Product for the Permitted Audience.

### **4. Licensed Resources (as updated from time to time)**

4.1 List of Product resources

- SSAIDP Programme Specification (SSAI\_PS\_001\_PDF)
- SSAIDP National Policing Curriculum (SSAI\_NPC\_001\_PDF)

- SSAIDP Guidance for Assessment of Operational Competence (SSAI\_A\_001\_PDF)
- SSAIDP Role of the Specialist Sexual Assault Investigator (SSAI) Resource Pack (SSAI\_TR\_001\_PDF)
- SSAIDP Role of the Specialist Sexual Assault Investigator (SSAI) Presentation (SSAI\_TR\_001\_PPT)
- SSAIDP Sexual Assault Crime Scene Management Resource Pack (SSAI\_TR\_002\_PDF)
- SSAIDP Sexual Assault Crime Scene Management Presentation (SSAI\_TR\_002\_PPT)
- SSAIDP Supporting Victims in Sexual Assault Investigations Resource Pack (SSAI\_TR\_003\_PDF)
- SSAIDP Supporting Victims in Sexual Assault Investigations Presentation (SSAI\_TR\_003\_PPT)
- SSAIDP Risk management in sexual assault investigations Resource Pack (SSAI\_TR\_004\_PDF)
- SSAIDP Risk management in sexual assault investigations Presentation (SSAI\_TR\_004\_PPT)
- SSAIDP Case Management in Sexual Assault Investigations Resource Pack (SSAI\_TR\_005\_PDF)
- SSAIDP Case Management in Sexual Assault Investigations Presentation (SSAI\_TR\_005\_PPT)
- Theories of Sexual and Violent Offending Programme Specification (TSVO\_PS\_001\_PDF)
- Theories of Sexual and Violent Offending National Policing Curriculum (TSVO\_NPC\_001\_PDF)
- Theories of Sexual and Violent Offending Resource Pack (TSVO\_TR\_001\_PDF)
- Theories of Sexual and Violent Offending Presentation (TSVO\_TR\_001\_PPT)

## **5. Access to Licensed Resources**

5.1 The licensed resources can be accessed under Protecting Vulnerable People on the Licensor's online learning environment (College Learn) platform provided by the Licensor's Digital Services team.

5.2 Alternatively, where the Licensee is not a Home Office Police Force and does not have corporate access to the online learning environment (College Learn) platform, the Licensee:

- may, provided they have the technical capability to access the College Learn platform, be granted up to four College Learn accounts for the Licensee's Managers/Trainers/Practitioners to access the licensed resources under their Licence. The Licensee should provide the names, job titles and official email addresses of its staff requiring access via the Permission Request Form; or
- where they do not have the technical capability to access the College Learn platform and where appropriate, they can request the resources directly from the Licensor (see section 1.4 for contact details).

## **6. Government Security Classifications (GSC)**

- 6.1 The licensed resources in this Product are classified as OFFICIAL under the Government Security Classifications and are to be handled accordingly.

## **7. Confidentiality and Security**

- 7.1 The licensed resources in this Product are designated as Confidential Information and must be treated as confidential and safeguarded accordingly (consolidated licence clause 5 refers). For the avoidance of doubt, this includes but is not limited to the uploading of tactics or curriculum materials to corporate or personal websites, social media, or other social platforms, or making available at events or open days.

## **8. Product enquiries and requests for disclosure under the Freedom of Information Act (FOIA) and Criminal Procedures and Investigations Act (CPIA)**

- 8.1 All enquiries relating to this Product must be referred to the Licensor promptly.
- 8.2 Licensees who are subject to requests for disclosure under FOIA or CPIA are required to consult the Licensor before disclosing any of the Licensor's Products which are either classified as OFFICIAL-SENSITIVE or above under the GSC or contain police tactics and must use all reasonable endeavours to secure exemptions from disclosure.

## **9. Licence Term**

- 9.1 The licence term for this Product ends on 31 March 2023.

## **10. Licence Fees**

- 10.1 There is no licence fee for Home Office Police Forces to use this Product.
- 10.2 An annual licence fee of £533 applies from 1 April 2022 to 31 March 2023, to Licensees who are not Home Office Police Forces.

10.3 Any support required by the Licensee to use/deliver this Product will be charged at a daily rate to be agreed by both parties.

## **11. Use in Licensee's Own Products**

11.1 Not permitted.

## **12. Licensor's Logo and Copyright Assertion Notice**

12.1 Removal of the Licensor's logo or any copyright protection from the licensed materials is prohibited.

## **13. Permitted Audience**

13.1 Where the Licensee is a Home Office Police Force, the Product may be used to provide training to its Internal Staff and also to other Home Office Police Forces personnel.

13.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its Internal Staff on a non-commercial basis, except as expressly authorised under the Licence.

13.3 Licensees must obtain prior written approval from the Licensor to extend the Permitted Audience, whether on a commercial or non-commercial basis by submitting a [Permission Request Form](#).

## **14. Commercial Use**

14.1 Where the Licensee is a Home Office Police Force, the Licensee is permitted to cross-charge other Home Office Police Forces up to Full Cost for the delivery of services utilising the Product to the Permitted Audience.

14.2 Where the Licensee is not a Home Office Police Force, the Product shall only be used to provide training to its Internal Staff on a non-commercial basis.

14.3 Except as permitted above this Product shall not be used to generate income without the Licensor's prior written permission.

## **15. Sharing/Outsourcing**

15.1 Except as permitted in this Licence this Product shall not be shared with third parties without the Licensor's prior written permission.

## 16. Adapting/Modifying

- 16.1 This Product (excluding e-learning and any other digital content produced by the Licensor including videos, audio files, games, animations) may be marginally adapted for local contextualisation purposes thereby creating a local version of the Licensor's Product.
- 16.2 Where the Product has been marginally adapted Licensees may continue to use the Licensor's logo/branding (and add their own logo if they choose) but must mark the new materials as being modified from the Licensor's original materials and acknowledge that these materials are not accredited by the Licensor.
- 16.3 Modified versions of the Product shall only be used for the original Licensed Purpose and Permitted Audience.
- 16.4 The Licensor does not accept responsibility for any modifications or any change to the meaning of the Product as a result of any modification.
- 16.5 Licensees shall not re-purpose or make changes (except local contextualisation changes as described in clause 16.1) to the Product without the Licensor's prior written approval.

## 17. Product Improvements

- 17.1 Where the Licensee identifies any product improvements, including areas where the licensed resources are out-of-date or incorrect, these should be told to and shared with the Licensor (see section 1.4 for contact details).

## 18. Supplementary Materials

- 18.1 Any additional materials created or used by the Licensee to supplement the Product cannot be validated or endorsed by the Licensor.

## 19. Permission Requests

- 19.1 Licensees shall request permission to use this Product outside these licence terms by submitting a [Permission Request Form](#) to the Copyright and Licensing team at: [Copyright&Licensing@college.police.uk](mailto:Copyright&Licensing@college.police.uk), at least 14 days before contract and/or commencement.

## 20. Territory

- 20.1 Where the Licensee is a Home Office Police Force, this Product shall only be used within England and Wales. For the avoidance of doubt, this excludes the States of Guernsey,

Jersey and the Isle of Man.

- 20.2 Where the Licensee is not a Home Office Police Force, this Product shall only be used within the Licensee's Official Business Premises.

## **21. Police Service Quality Management System (PSQMS)**

- 21.1 The PSQMS is the Licensor's online software application used to manage quality assurance in line with the national policing curriculum. Where the Licensee is required to undertake a self-assessment to demonstrate to the Licensor that it meets the required standards set by the Licensor, the Licensor hereby grants the Licensee a licence to access and use the PSQMS solely for this purpose.
- 21.2 Guidance materials to support the use of the PSQMS and Terms of Use can be obtained from: [PSQMS.Enquiries@college.police.uk](mailto:PSQMS.Enquiries@college.police.uk).
- 21.3 The PSQMS is hosted on the secure police CJX system via: <https://psqms.college.police.uk> and on the internet via: <https://psqms.ncalt.com>.

## **22. Quality Criteria and Delivery Standards**

- 22.1 The learning standards for the Product are defined in the national policing curriculum (NPC). The national policing curriculum is supported by a wide range of management and trainer resources, including where appropriate programme specifications and trainer guides. Licensees shall ensure they are using the latest versions of these documents. These are accessible from the online learning environment (College Learn) platform: <https://www.learn.college.police.uk>.
- 22.2 Where the Licensee is a Home Office Police Force, Licensees shall monitor their use or delivery of the Product in line with the requirements of the Police Service Quality Assurance (PSQA) Scheme. Further information on the Scheme can be obtained from: [PSQA.Enquiries@college.police.uk](mailto:PSQA.Enquiries@college.police.uk).
- 22.3 A copy of the Police Service Quality Assurance (PSQA) Scheme handbook is accessible from the online learning environment (College Learn) platform: <https://www.learn.college.police.uk>.
- 22.4 Where the Licensee is not a Home Office Police Force, the Licensee may either monitor their use or delivery of the Product in line with the requirements of the Police Service Quality Assurance (PSQA) Scheme or apply their own quality assurance process to ensure the integrity of the Product and any delivery requirements specified in this



Licence. Licensees may be required to evidence their quality assurance processes on receipt of a request for such from the Licensor or an authorised representative.

- 22.5 The Licensor may require Licensees to participate in national PSQA audits. If this Product is selected for auditing, the Licensee shall co-operate with the Licensor in conducting the auditing exercise and undertakes to ensure that its staff comply with its obligations under this clause.
- 22.6 Use or delivery of the Product shall be in accordance with the relevant programme handbook or programme specification. For the avoidance of doubt, this Licence shall take precedence over the handbook and any supplementary guidance documents.
- 22.7 In accordance with consolidated licence clause 4.1.9 the Licensor has access at all reasonable times to oversee the Licensee's use of the Product to ensure compliance of the current delivery standards and licence terms.

## **23. Prior Experience, Pre-requisite and Co-requisite Learning**

### **23.1 Pre-requisites**

It is a pre-requisite for SSAIDP Learners to have successfully completed the learning element of PIP (Professionalising Investigation Programme) 2. However, the PIP2 assessment could be completed alongside SSAIDP assessment as outlined in clause 23.3.

### **23.2 Co-requisites**

- Specialist Investigative Interviewing (SII) Victims and Witnesses (including child and/or vulnerable adult witness).
- Theories of Sexual and Violent Offending (TSVO).

- 23.3 In order to avoid duplication, it is permissible to use evidence from the Specialist Investigative Interviewing (SII) and/or PIP 2 Operational Competence Portfolios (OCPs) for the SSAIDP OCP and vice-versa.